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# United States Department of the Interior

BUREAU OF RECLAMATION  
Mid-Pacific Regional Office  
2800 Cottage Way  
Sacramento, California 95825-1898



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JUN 17 2013

Regional Letter No. 10-03  
Expiration Date: JUN 17 2013

## MEMORANDUM

To: All Mid-Pacific Region Employees

From: Donald R. Glaser  
Regional Director

Subject: Reasonable Accommodation Policy

Purpose: This letter serves to notify all Mid-Pacific Region employees and supervisors of the policy for reasonable accommodation by providing an overview of the process in accordance with the Departmental Manual, Part 373, Chapter 15. *This supersedes Regional Letter No. 06-07, dated June 23, 2006.*

Scope: 373 DM 15 applies to all employees of, and applicants for, employment with the Department of the Interior.

Policy: The MP Region will provide reasonable accommodation to qualified individuals with disabilities except when such accommodation would cause an undue hardship.

Some employees may have a disability that requires accommodation to assist them with performing the essential functions of their position. Reasonable accommodation is any logical change to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace.

An individual with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or is regarded as having such impairment. A qualified employee with a disability is one who satisfies the skill, experience, education and other job-related requirements of the employment position the individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of the position.

All requests for accommodation must be processed to determine whether the disability falls under the provisions of the Rehabilitation Act and other related laws, and whether the person is a qualified employee with a disability.

Employees and applicants for employment are to request their need for accommodation, verbally or in writing to his or her supervisor, another supervisor, or manager in his or her immediate chain of command, the Office of Equal Employment Opportunity (EEO), the Division of Human Resources, or other appropriate office.

Persons requesting reasonable accommodation are responsible for cooperating with the agency representative and participating in an interactive process for processing their request. This includes authorizing the release of specific medical or related information so that the agency in concert with a physician, as necessary, can make a meaningful assessment of the request.

Responsibilities:

1. Supervisors will serve as deciding officials on requests for reasonable accommodations. These determinations will be made in consultation with appropriate officials such as employee relations specialists, EEO specialists, physicians, or other individuals and organizations that can assist in determining appropriate accommodations.
2. The deciding official will address the employee's or applicant's request within 10 business days and provide a written decision to the employee or applicant that indicates whether the accommodation is approved or if further medical information is needed.
3. When an agency official, other than the requesting employee's supervisor, receives a request for reasonable accommodation, the official who received the request will forward it to the employee's supervisor within 5 business days.
4. Upon receipt of an applicant's request for reasonable accommodation, the official who received the request will forward it to the selecting official.

Supervisors and managers are to consult with their employee relations staff when carrying out the responsibility of reasonably accommodating an employee or applicant with a qualified disability.

To obtain a copy of the Departmental Manual, Part 373, Chapter 15, *Reasonable Accommodation for Individuals with Disabilities*, visit <http://elips.doi.gov/elips/release/3682.htm>.

Authority: Rehabilitation Act of 1973, as amended; Equal Employment Opportunity Commission's (EEOC) regulations at 29 CFR §1614.203 (c) (1); and EEOC Enforcement Guidance: Reasonable Accommodation and Undue Hardship under Americans with Disabilities Act, dated October 17, 2002.

Contacts: Direct questions regarding this memorandum to Jackie Rodriguez at 916-978-5486, Barbara Miller at 916-978-5484, or Joni Ward at 916-978-5493.